



# City of Nashua

Central Purchasing

229 Main Street

Nashua NH 03060

March 5, 2015

## **REQUEST FOR PROPOSALS**

## **Refrigerant Recycling Program**

**RFP1059-031915**

The City of Nashua, Division of Public Works, Solid Waste Department is seeking proposals from qualified firms to provide a refrigerant (Freon) recycling program for chlorofluorocarbon (CFC)-containing appliances received at the Four Hills Landfill / Nashua Recycling Center. This includes the recovery and recycling of refrigerant gases, according to the requirements of the US EPA Refrigerant Recycling Rule. Firms must be qualified through the US EPA "Section 608 Technician Certification Program." The contract award will be for three years, subject to annual budget appropriations and at the City's discretion, commencing on or about July 1, 2015 and ending June 30, 2018.

## **INSTRUCTIONS TO VENDORS:**

All proposals must be submitted in triplicate with **one (1) original and two (2) copies**, no later than **3:00 PM, Thursday March, 19, 2015** c/o Central Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 in a sealed envelope clearly marked "**Proposal for Refrigerant Recycling**". Proposals must be submitted in the format provided and address the items specified in the proposal specifications. Results will be posted on the web site, under Bid Results, within twenty-four (24) hours of opening. Please note, because the award will not be based solely on pricing alone, no dollar amounts will be posted.

Delivery of the proposals shall be at the Vendor's expense. The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for ninety (90) days following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful participant against the City of Nashua. The City reserves the right to negotiate with the lowest responsible bidder for a lower bid price when the best interests of the City will be served. A sample contract is attached. (document RFP1059-031915 SAMPLE CONTRACT) All terms and conditions noted in Section 800 of the City of Nashua Purchasing Manual shall apply. Information is available on the Nashua web site.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful contractor prior to commencement of work. Liability limits are as follows:

- General Liability:           \$1,000,000 per Occurrence  
                                      \$2,000,000 Aggregate
- Motor Vehicle Liability:     \$1,000,000 Combined Single Limit  
                                      **\*Coverage must include all owned, non-owned and hired vehicles.**
- Workers' Compensation Coverage according to Statute of the State of New Hampshire:  
                                      \$100,000 / \$500,000 / \$100,000  
                                      *(Sole Proprietors **not** subject to Workers' Compensation requirements)*

**The City of Nashua must be named as an additional insured.**

The following is the solicitation schedule for this procurement:

	Date	Time
Deadline for visits or questions to be submitted in writing *	Monday March 9, 2015	4:00 PM
Answers/clarifications posted	Thursday March 12, 2015	1:00 PM
Bid Due	Thursday March 19, 2015	3:00 pm Purchasing Department
Award Date	TBD	TBD

\*All inquiries concerning this RFP including, but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

Sally Hyland  
Recycling Coordinator  
Solid Waste Department  
840 West Hollis St.  
Nashua Recycling Center  
Nashua NH 03062  
Email: [hylands@nashuanh.gov](mailto:hylands@nashuanh.gov)

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the City's RFP Solicitation Coordinator (see above) **no later than Monday March 9, 2015 at 4:00 PM**. Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **RFP1059-031915** on the City of Nashua website; [www.nashuanh.gov](http://www.nashuanh.gov) under Citizen Favorites, Current Bid Opportunities no later than **Thursday March 12, 2015, at 1:00 PM**.

The City of Nashua reserves the right to discontinue the selection process at any time. All contracts and awards are subject to funding approval. There will be no reimbursement to any candidate if selection is terminated.

The City is exempt of all taxes. All firms must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a (supplier) contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

As noted above, please contact Sally Hyland, Recycling Coordinator, via email at [hylands@nashuanh.gov](mailto:hylands@nashuanh.gov) with questions relating to this Request for Proposals.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB  
Purchasing Agent II  
City of Nashua

## REFRIGERANT RECYCLING PROGRAM RFP1059-031915

The City of Nashua seeks proposals for the recovery and recycling of refrigerant gases from appliances at the Nashua Recycling Center / Four Hills Landfill, located at 840 West Hollis Street, Nashua NH. The average number of CFC appliances processed at the facility during the past three years is 2375 units per year; however, the City makes no guarantee as to the number of units that will be received at the facility annually. The contractor shall provide on-site evacuation, transportation and recycling of the refrigeration gases from all air conditioners, freezers, dehumidifiers, refrigerators, and other appliances left at the facility. All components and activities associated with this program shall be in compliance with all applicable state and federal regulations.

Firms must provide credentials from the Section 608 Technician Certification program as required by the US Environmental Protection Agency (EPA).

The City will be responsible for recycling the scrap metal from the appliances, after evacuation.

The proposal shall identify staff names and credentials, equipment, a description of the process, disposition of the recovered gases, the unit price and pertinent experience of the company with similar projects.

In the selection process, consideration will be given to several factors, including price, performance record, experience with similar municipal programs, and compliance with state and federal regulations.

Questions or coordination of site visits relating to this request may be directed to Sally Hyland, Recycling Coordinator, at 603-589-3410 or via email at [hylands@nashuanh.gov](mailto:hylands@nashuanh.gov).

### GENERAL SPECIFICATIONS

1. All equipment that utilize refrigerant gases, including air conditioners, refrigerators, freezers, dehumidifiers, water coolers, ice makers, vending machines, etc., will be segregated at the Nashua Recycling Center and arranged to facilitate the gas evacuation and recovery.
2. The Contractor must provide at least a weekly servicing of accumulated appliances at the Nashua Recycling Center during each fiscal year (July 1 to June 30). Servicing shall consist of evacuation and recovery of the refrigerant gases, and the labeling of evacuated units. **The Contractor shall ensure that NO VENTING of refrigerant gases occurs during servicing, as required by the US EPA.**
3. The Contractor must place a label in a prominent location on each appliance that has been serviced. Sequentially-numbered labels shall be provided by the Solid Waste Department, and must be completed by the Contractor, with the name of the certified technician, his/her certification number and the date of service.
4. The Contractor must provide a report to the Solid Waste Department on the activity, within two working days after each servicing. A report form in MS EXCEL will be provided by the Solid Waste Department, and shall be submitted via e-mail.
5. The Contractor shall utilize refrigerant recovery and recycling equipment that has been certified according to the requirements of the EPA. All technician and equipment certifications must be maintained by the Contractor for the duration of the contract.
6. The Contractor shall indicate the disposition of the refrigerant gases that are recovered in the program.

7. Weekly servicing shall be on an agreed-upon weekday (Monday through Friday), between the hours of 8:00 am and 3:30 pm. As needed, additional servicing might be scheduled.
8. All Proposals must meet local, state and federal requirements for safety and regulatory compliance. The successful bidder agrees to maintain in good stead all State, Local and Federal permits and certifications that are required, for the duration of the contract.
9. The proposal shall present a complete description and documentation of the recovery process and the recycling plan for the recovered gases.
10. The firm must provide contact information for at least three municipalities that received services similar to those required in this proposal.

**PROPOSAL SUMMARY SHEET  
REFRIGERANT RECYCLING PROGRAM  
RFP1059-031915**

Price to include the unit price for recovery and recycling of refrigerant gases from appliances collected at the Four Hills Landfill and Recycling Center from July 1, 2015 through June 30, 2018, subject to annual budget appropriations.

Price per unit:           \$ \_\_\_\_\_

Attachments: Attach plan / documentation regarding the following requirements:

- Experience with similar projects:
- List of 3 reference communities or businesses.
- Servicing plan, including staffing, equipment / vehicles to be used, procedures, etc.
- Documentation of regulatory compliance:
- Copy of "Section 608 Technician Certification" credentials for each Contractor staff member who will work at the Nashua Recycling Center.
- Insurance Certificates
- Please note any and all exceptions to specifications/pricing:

Vendor Name & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Printed/Typed Name & Title)